

## February 19th, 2019

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions (2 minutes)(7:02pm)</b>		
	Document Summary	1A
	Agenda	2A-2B
<b>3 Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>		
<b>4 Consent Agenda</b>		
	Minutes of January 15th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
<b>5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:14pm)</b>		
	January Detailed Revenue & Expense Report (action)	4A-4E
	January Detailed Balance Sheet (action)	5A-5C
<b>6 Approval of Checks (Green) (5 minutes)(7:19pm)</b>		
	January Check Disbursement Report (action)	6A-6F
<b>7 Committee Reports (10 minutes)(7:29pm)</b>		
<b>8 New Business</b>		
	Draft Budget for FY 2019-2020 (5 minutes)(7:34pm)	7A 8A-8E
<b>9 Old Business</b>		
	Revised Checkout Policy (action)(10 minutes)(7:44pm)	9A
	Fundraising and Building Project (5 minutes)(7:49pm)	
<b>10 Director's Report (5 minutes)(7:54pm)</b>		
	Librarian's Narrative Report	10A-10B
<b>11 Executive Session(s)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(7:55pm)</b>		
<b>14 Attachments</b>		
	Statistics for January, 2019	11A-11B
	Friends Meeting Dates for 2019	12A
	February 2019 Centennial Update	13A
	Instagram Posts	14A-14B

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, February 19<sup>th</sup>, 2019 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance**

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
  - a. Approval of Minutes of January 15<sup>th</sup>, 2019 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. January 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
  - a. January Detailed Revenue & Expense Report
  - b. January Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
  - a. January Monthly Checks (13847-13852, 13854-13877)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm)**
  - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
  - b. Finance Committee **(CHAIR: Kregor. MEMBERS: Butler.)**
  - c. Human Resources Committee **(CHAIR: Butler. MEMBERS: Jerch and Meierhoff.) (Did not meet)**
  - a. Bylaw and Policy Committee **(CHAIR: Stroh. MEMBERS: Schons.)**
  - d. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
  - e. Long Range Planning Committee **(CHAIR: Jackson. MEMBERS: Kregor and Schons.)**
  - b. Outreach Committee **(CHAIR: Kregor. Members: Jackson.)**
- 8. New Business**
  - a. Draft Budget for FY 2019-2020 **(5 minutes)(7:34pm)**
- 9. Old Business**
  - a. Revised Checkout Policy **(action)(10 minutes)(7:44pm)**
  - b. Fundraising and Building Project **(5 minutes)(7:49pm)**

**10. Director's Report (5 minutes)(7:54pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(7:55pm)****Attachments:**

Statistics for January, 2019

Friends Meeting Dates for 2019

February 2019 Centennial Update

Instagram Posts

**Upcoming Board Meetings: March 19, April 16, and May 21, 2019.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, January 15th, 2018 at 7:00 PM**  
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:02 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** Neil Gilbert from the Lake Forest Leader introduced himself and said that he would be covering future Board meetings.
4. **Approval of Minutes:** Stroh moved and Butler seconded a motion to approve the minutes of the December 11<sup>th</sup>, 2018 Board meeting; all voted aye.
5. **December 2018 Financial Reports:** Bailey noted that we are at 67% of the budget expended for FY18-19, which is on track as we are 8 months into the fiscal year. Butler moved and Jackson seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Stroh moved and Butler seconded a motion to approve the December monthly checks numbered 13814-13823, 13825-13846; all voted aye.
7. **Committee Reports:**
  - a. **Bylaw and Policy** (Chair: Stroh. Member: Schons.) Schons reported that this group met just prior to tonight's board meeting to discuss how some local libraries are eliminating late fees. They decided to leave the policy as it stands for the time being.
  - b. **Finance** (Chair: Kregor. Member: Butler.) Kregor said that the committee reviewed the budget for the next fiscal year and that the proposed budget would be voted upon at the February meeting.
  - c. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.) Bailey reported that we are in the process of finalizing the loan of our cigar store Native American statue to the History Museum, that the digitizing of all Library-related documents is nearly complete, that the Library is in need of a case in which to display the model of the old Library that is owned by the History Museum, and that a location to store the Library's new Book Bike is being discussed.
  - d. **Long Range Planning** (Chair: Jackson. Members: Kregor and Schons.) Final report is soon to come.  
**(Did Not Meet)**
  - e. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
  - f. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
  - g. **Outreach** (Chair: Kregor. Member: Jackson.)
8. **New Business:**
  - a. **Draft Budget for FY2018-2019:** The Finance Committee has reviewed the proposed budget and the Board will vote on the budget at the February 2019 Board Meeting. Bailey asked for feedback from the Trustees prior to that meeting. Bailey also spoke about our sponsorship of upcoming Library Centennial activities. The Board requested monthly updates on fundraising activities.
  - b. The Intergovernmental Committee's Annual Report was distributed and briefly discussed. Jackson moved and Butler seconded a motion to accept the report; all voted aye.

c. Revised Checkout Policy: After doing a survey of other local libraries, many of which have more complicated policies than our current policy, Library Staff members agreed that simpler is better. Bailey outlined the proposed new policy. Stroh moved and Schons seconded that the Board approve the policy on revised loan periods, to go into effect on March 15, 2019; all voted aye.

**9. Old Business:** Meierhoff reported that the Foundation Board met, that we have an initial donor, and that our Centennial year will be a goodtime to kick off a campaign.

**10. Director's Report:**

- a. The Library/Brewery partnership continues with the introduction of Totally Booked 2: The Sequel, which will be available on January 18, 2019.
- b. The new website is under construction, with a launch date possibly as early as the end of January.
- c. Though we are still above average circulation numbers, we will look to Long Range Planning to make our Library even more available to our community.

**11. Executive Session:** There was none.

**12. Any and All Other Business which may properly come before the Board:** Local board elections will be held on April 3<sup>rd</sup>, which may be in the middle of spring break. This indicates a need for absentee ballots. It was suggested that Glen Cole publicize the issue with instructions as to how to obtain an absentee ballot.

**13. Adjournment:** Jackson moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:25 pm.

Respectfully Submitted,

Janie Jerch

## Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4B

DB: Lake Bluff

43

		PERIOD ENDING 01/31/2019					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2018-19	% BDGT
		MONTH 01/31/19	MONTH 01/31/18	01/31/2019	01/31/2018		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,856.48	19,548.44	180,095.93	182,134.68	246,000.00	73.21
080-603-40030	STAFF SALARIES	20,198.99	21,394.91	204,008.52	192,768.04	274,000.00	74.46
SALARIES		40,055.47	40,943.35	384,104.45	374,902.72	520,000.00	73.87
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,256.86	7,681.43	57,264.18	49,678.63	70,000.00	81.81
080-603-40900	OTHER EMPLOYEE BENEFITS	175.00	0.00	175.00	275.00	250.00	70.00
080-603-40970	EMPLOYER FICA TAX	2,998.96	2,778.78	28,904.78	27,687.16	37,000.00	78.12
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,518.56	2,966.95	26,637.67	29,404.40	38,000.00	70.10
BENEFITS		13,949.38	13,427.16	112,981.63	107,045.19	145,250.00	77.78
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,714.00	2,918.56	38,415.40	26,675.40	24,000.00	160.06
080-603-41020	ELEVATOR MAINTENANCE	928.65	906.00	1,292.65	2,350.74	1,500.00	86.18
080-603-41050	MAINTENANCE-GROUNDS	2,420.00	825.00	5,261.74	4,253.94	6,000.00	87.70
080-603-41300	COMPUTER SERVICES	0.00	0.00	12,520.00	13,220.00	13,000.00	96.31
080-603-41313	COPIER MAINTENANCE/SUPPLIES	835.43	794.57	3,059.78	2,567.70	4,500.00	68.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	9.00	13,883.75	12,357.32	1,000.00	1,388.3
080-603-41350	LEGAL SERVICES	0.00	2,835.00	1,470.00	2,835.00	3,000.00	49.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	1,160.00	27,275.00	0.00
CONTRACTS		5,898.08	8,288.13	75,903.32	65,420.10	80,275.00	94.55
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	65.00	134.00	1,010.00	1,958.00	2,000.00	50.50
080-603-42440	DUES	0.00	37.00	1,960.14	2,154.31	2,500.00	78.41
080-603-43230	UTILITIES	792.56	412.09	9,790.93	9,632.13	14,000.00	69.94
080-603-43300	POSTAGE	260.25	0.00	1,530.83	1,184.72	2,500.00	61.23
080-603-43410	PRINTING/E-NEWSLETTER	29.99	1,635.00	5,802.31	5,967.89	8,000.00	72.53
080-603-43550	OFFICE SUPPLIES	371.09	848.54	4,420.52	4,406.22	5,000.00	88.41
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	45.90	60.53	983.95	1,220.53	2,000.00	49.20
080-603-43668	TECHNICAL SERVICES SUPPLIES	773.90	1,455.28	3,874.85	4,548.31	4,500.00	86.11
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	201.65	0.00	315.41	812.40	500.00	63.08
080-603-43710	ADULT PROGRAM SUPPLIES	52.72	587.22	3,588.52	5,354.34	6,000.00	59.81
080-603-43720	JUVENILE PROGRAM SUPPLIES	475.56	63.37	5,310.83	3,953.99	6,000.00	88.51
080-603-43730	OUTREACH SUPPLIES	3.00	25.00	759.05	391.24	1,000.00	75.91
080-603-43740	TEEN PROGRAM SUPPLIES	32.75	35.46	657.18	1,192.10	1,500.00	43.81
COMMODITIES		3,104.37	5,293.49	40,004.52	42,776.18	55,500.00	72.08
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.20	25.80	1,588.40	556.32	2,000.00	79.42
PROGRAM EXPENSES		26.20	25.80	1,588.40	556.32	2,000.00	79.42

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 01/31/2019

4C

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	YTD BALANCE 01/31/2019 NORM (ABNORM)	YTD BALANCE 01/31/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,421.87	2,088.21	13,262.43	11,872.78	17,000.00	78.01
080-603-45100	ADULT FICTION BOOKS	2,032.35	1,509.06	12,334.71	11,234.64	15,500.00	79.58
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	17.94	382.03	264.00	500.00	76.41
080-603-45200	ADULT AUDIO VISUAL MATERIAL	884.03	978.40	9,625.66	10,241.12	15,500.00	62.10
080-603-45220	ADULT REFERENCE/E-REFER	0.00	3,444.60	8,949.78	15,095.38	22,000.00	40.68
080-603-45400	JUVENILE NON-FICTION	1,176.74	1,425.44	6,478.87	4,010.15	7,000.00	92.56
080-603-45410	PICTURE BOOKS, READERS	849.06	649.57	3,243.91	4,987.30	4,500.00	72.09
080-603-45420	JUVENILE FICTION	1,271.92	1,136.66	7,020.98	5,954.68	10,000.00	70.21
080-603-45430	JUVENILE AUDIO-VISUAL	45.08	104.37	1,469.36	1,263.18	2,500.00	58.77
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	334.33	500.00	0.00
080-603-45450	TEEN BOOKS	323.06	433.11	2,084.39	2,251.60	2,750.00	75.80
080-603-45460	E-BOOKS	923.87	888.50	7,373.87	7,917.38	13,000.00	56.72
080-603-45470	GRAPHIC NOVELS	0.00	0.00	242.76	314.86	500.00	48.55
080-603-45500	PERIODICALS	0.00	954.76	6,428.14	6,952.57	6,750.00	95.23
080-603-45510	VIDEO GAMES	29.49	19.59	2,993.27	3,021.06	3,500.00	85.52
080-603-45520	TRENDING TITLES	65.36	116.49	882.88	878.04	2,000.00	44.14
080-603-45600	PATRON & STAFF SOFTWARE	287.10	191.75	3,946.21	3,350.86	5,000.00	78.92
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	20,905.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	64.99	0.00	849.25	264.99	4,000.00	21.23
080-603-58100	COMPUTER EQUIPMENT	49.99	104.94	66.98	7,077.74	6,000.00	1.12
080-603-58270	OTHER EQUIPMENT	229.92	0.00	229.92	3,603.16	1,000.00	22.99
CAPITAL EQUIPMENT		9,654.83	14,063.39	109,397.40	121,794.82	161,500.00	67.74
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	104,211.55	0.00	267,673.18	0.00	100,000.00	267.67
CAPITAL BUILDING		104,211.55	0.00	267,673.18	0.00	100,000.00	267.67
Total Dept 603 - LIBRARY ADMINISTRATION							
		176,899.88	82,041.32	991,652.90	712,495.33	1,064,525.00	93.15
TOTAL EXPENDITURES							
		176,899.88	82,041.32	991,652.90	712,495.33	1,064,525.00	93.15
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		5,138.11	2,743.65	973,411.78	927,483.40	964,525.00	100.92
TOTAL EXPENDITURES		176,899.88	82,041.32	991,652.90	712,495.33	1,064,525.00	93.15
NET OF REVENUES & EXPENDITURES		(171,761.77)	(79,297.67)	(18,241.12)	214,988.07	(100,000.00)	18.24



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 01/31/2019

4D

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	YTD BALANCE 01/31/2019 NORM (ABNORM)	YTD BALANCE 01/31/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	7,152.50	0.00	4,411.00	162.15
GRANTS		0.00	0.00	7,152.50	3,253.40	9,411.00	76.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	200.00	0.00	200.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	315.00	0.00	315.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	515.00	0.00	515.00	16,000.00	0.00
Total Dept 300 - REVENUE		0.00	515.00	7,152.50	3,768.40	25,411.00	28.15
TOTAL REVENUES		0.00	515.00	7,152.50	3,768.40	25,411.00	28.15
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	4,443.26	0.00	4,411.00	100.73
CONTRACTS		0.00	0.00	4,443.26	0.00	4,411.00	100.73
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	894.15	329.99	15,407.99	6,526.94	16,000.00	96.30
PROGRAM EXPENSES		894.15	329.99	15,407.99	6,526.94	16,000.00	96.30
Total Dept 603 - LIBRARY ADMINISTRATION		894.15	329.99	19,851.25	6,526.94	25,411.00	78.12
TOTAL EXPENDITURES		894.15	329.99	19,851.25	6,526.94	25,411.00	78.12
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	515.00	7,152.50	3,768.40	25,411.00	28.15
TOTAL EXPENDITURES		894.15	329.99	19,851.25	6,526.94	25,411.00	78.12
NET OF REVENUES & EXPENDITURES		(894.15)	185.01	(12,698.75)	(2,758.54)	0.00	100.00

02/15/2019 12:28 PM  
User: EBAILEY  
DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 5/5

4E

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	YTD BALANCE 01/31/2019 NORM (ABNORM)	YTD BALANCE 01/31/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		5,138.11	3,258.65	980,564.28	931,251.80	989,936.00	99.05
TOTAL EXPENDITURES - ALL FUNDS		177,794.03	82,371.31	1,011,504.15	719,022.27	1,089,936.00	92.80
NET OF REVENUES & EXPENDITURES		(172,655.92)	(79,112.66)	(30,939.87)	212,229.53	(100,000.00)	30.94

5A

## Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(10,369.77)	(11,956.36)
	A/R - OTHER	(10,369.77)	(11,956.36)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	152,069.59
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(190.65)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	441,214.62
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	14,828.29
	CASH/INVESTMENTS	585,829.97	608,073.65
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(7,895.89)	(15,048.39)
	DUE TO OTHER FUNDS	(7,895.89)	(15,048.39)
PREPAID ITEMS			
	PREPAID ITEMS	27,139.88	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
<b>Total Assets</b>		<b>1,516,182.53</b>	<b>1,502,547.24</b>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,569.16
	ACCRUED PAYROLL	21,569.16	21,569.16
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,230.06	18,835.89
	ACCOUNTS PAYABLE	14,230.06	18,835.89
A/P - OTHER			
	A/P - OTHER	0.00	0.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

02/15/2019 12:24 PM  
User: EBAILEY  
DB: Lake Bluff

BALANCE SHEET FOR LAKE BLUFF VILLAGE  
Period Ending 01/31/2019

Page: 2/3

5B

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
Total Liabilities		957,277.56	961,883.39
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	558,904.97	558,904.97
	NET POSITION/FUND BALANCE	558,904.97	558,904.97
Total Fund Balance		558,904.97	558,904.97
Beginning Fund Balance			558,904.97
Net of Revenues VS Expenditures			(18,241.12)
Ending Fund Balance			540,663.85
Total Liabilities And Fund Balance			1,502,547.24

50

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.50	7,152.50
	A/R - OTHER	7,152.50	7,152.50
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(41,766.82)
	CASH/INVESTMENTS	(22,465.50)	(41,766.82)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	7,895.89	15,048.39
	DUE TO OTHER FUNDS	7,895.89	15,048.39
Total Assets		(7,417.11)	(19,565.93)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	894.15
	ACCOUNTS PAYABLE	344.22	894.15
Total Liabilities		344.22	894.15
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(7,761.33)	(7,761.33)
	NET POSITION/FUND BALANCE	(7,761.33)	(7,761.33)
Total Fund Balance		(7,761.33)	(7,761.33)
Beginning Fund Balance			(7,761.33)
Net of Revenues VS Expenditures			(12,698.75)
Ending Fund Balance			(20,460.08)
Total Liabilities And Fund Balance			(19,565.93)

02/15/2019 12:16 PM  
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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
CHECK DATE FROM 01/16/2019 - 02/20/2019  
Banks: LIBCK, LIBEP

Page: 1/6

6A

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/23/2019	LIBCK	13847	COM011219	COMCAST	UTILITIES	080-603-43230	244.85
01/23/2019	LIBCK	13848	6906	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	600.00
01/23/2019	LIBCK	13849	DIR3826470	USBORNE & KANE MILLER B	JUVENILE NON-FICTION	080-603-45400	71.94
		13849	DIR3826470		PICTURE BOOKS, READERS	080-603-45410	231.81
							<b>303.75</b>
01/23/2019	LIBCK	13850	WEA112818	WEATHERGUARD ROOFING CO	EXT BUILDING IMPROVEMENTS	080-603-51200	102,628.00
02/13/2019	LIBCK	13851	3875912	ACCESS ONE, INC.	UTILITIES	080-603-43230	547.71
02/13/2019	LIBCK	13852	445557658568	AMAZON	ADULT PROGRAM SUPPLIES	080-603-43710	5.74
		13852	466966336793		ADULT PROGRAM SUPPLIES	080-603-43710	33.42
		13852	439744959547		JUVENILE PROGRAM SUPPLIES	080-603-43720	12.99
		13852	676495955745		JUVENILE PROGRAM SUPPLIES	080-603-43720	12.95
		13852	549768675435		JUVENILE PROGRAM SUPPLIES	080-603-43720	8.84
		13852	738685656657		ADULT NON-FICTION BOOKS	080-603-45000	59.90
		13852	776339394538		ADULT NON-FICTION BOOKS	080-603-45000	22.21
		13852	433966376997		ADULT NON-FICTION BOOKS	080-603-45000	20.98
		13852	798949873647		ADULT NON-FICTION BOOKS	080-603-45000	17.68
		13852	439847857886		ADULT NON-FICTION BOOKS	080-603-45000	29.94
		13852	753343546773		ADULT NON-FICTION BOOKS	080-603-45000	29.95
		13852	599895736465		ADULT NON-FICTION BOOKS	080-603-45000	19.50
		13852	495769847363		ADULT NON-FICTION BOOKS	080-603-45000	17.65
		13852	744577748664		ADULT NON-FICTION BOOKS	080-603-45000	22.75
		13852	453696834345		ADULT NON-FICTION BOOKS	080-603-45000	15.26
		13852	434559844595		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.43
		13852	465867494989		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13852	675836567644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	86.75
		13852	447946577765		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.59
		13852	453339673563		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.71
		13852	457839786833		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.39
		13852	434876988549		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.71
		13852	434479855444		ADULT AUDIO VISUAL MATERIAL	080-603-45200	56.85
		13852	458499473855		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.99
		13852	638645868974		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13852	464638476588		ADULT AUDIO VISUAL MATERIAL	080-603-45200	41.83
		13852	895386459737		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		13852	465986793675		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		13852	865946335748		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.91



02/15/2019 12:16 PM

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/16/2019 - 02/20/2019

Banks: LIBCK, LIBEP

Page: 2/6

63

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13852	698785933388		ADULT AUDIO VISUAL MATERIAL	080-603-45200	36.53
		13852	448438543744		ADULT AUDIO VISUAL MATERIAL	080-603-45200	36.99
		13852	456935338443		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.98
		13852	469457893896		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.84
		13852	446457594948		ADULT AUDIO VISUAL MATERIAL	080-603-45200	109.87
		13852	437759446849		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.24
		13852	933767763644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.66
		13852	459366763885		ADULT AUDIO VISUAL MATERIAL	080-603-45200	100.22
		13852	468963568939		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		13852	843536986555		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.57
		13852	975587844853		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.97)
		13852	489689694667		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.96)
		13852	549768675435		PICTURE BOOKS, READERS	080-603-45410	16.95
		13852	748356654986		JUVENILE FICTION	080-603-45420	6.99
		13852	676495955745		JUVENILE AUDIO-VISUAL	080-603-45430	12.10
		13852	745858877895		VIDEO GAMES	080-603-45510	29.49
		13852	493367948935		TRENDING TITLES	080-603-45520	19.99
							<b>1,229.33</b>

02/13/2019 LIBCK 13853

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02/13/2019	LIBCK	13854	2034266771	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13854	2034267753		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.85
		13854	2034269268		TECHNICAL SERVICES SUPPLIES	080-603-43668	48.20
		13854	2034269391		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.50
		13854	2034269253		TECHNICAL SERVICES SUPPLIES	080-603-43668	28.10
		13854	2034266755		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.15
		13854	2034278423		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		13854	2034278867		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.95
		13854	2034278425		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		13854	2034287337		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.95
		13854	2034286673		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.10
		13854	2034287352		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		13854	2034293411		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13854	2034290972		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13854	2034300241		TECHNICAL SERVICES SUPPLIES	080-603-43668	48.95
		13854	2034298809		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.55
		13854	2034301337		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.15
		13854	2034305913		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.20
		13854	2034309305		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.85

02/15/2019 12:16 PM

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DB: Lake Bluff

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/16/2019 - 02/20/2019

Banks: LIBCK, LIBEP

Page: 3/6

66

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13854	2034309307		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.40
		13854	2034315003		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		13854	2034313280		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.90
		13854	2034315062		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.10
		13854	2034319382		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13854	2034323828		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.65
		13854	2034325952		TECHNICAL SERVICES SUPPLIES	080-603-43668	54.05
		13854	2034327306		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.95
		13854	2034328205		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.85
		13854	2034266755		ADULT NON-FICTION BOOKS	080-603-45000	197.27
		13854	2034278425		ADULT NON-FICTION BOOKS	080-603-45000	85.53
		13854	2034286673		ADULT NON-FICTION BOOKS	080-603-45000	200.96
		13854	2034287352		ADULT NON-FICTION BOOKS	080-603-45000	20.80
		13854	2034305913		ADULT NON-FICTION BOOKS	080-603-45000	296.40
		13854	2034309305		ADULT NON-FICTION BOOKS	080-603-45000	129.38
		13854	2034323828		ADULT NON-FICTION BOOKS	080-603-45000	235.71
		13854	2034267753		ADULT FICTION BOOKS	080-603-45100	446.72
		13854	2034278423		ADULT FICTION BOOKS	080-603-45100	123.07
		13854	2034278867		ADULT FICTION BOOKS	080-603-45100	33.85
		13854	2034287337		ADULT FICTION BOOKS	080-603-45100	222.97
		13854	2034287352		ADULT FICTION BOOKS	080-603-45100	29.60
		13854	2034301337		ADULT FICTION BOOKS	080-603-45100	501.83
		13854	2034309307		ADULT FICTION BOOKS	080-603-45100	228.91
		13854	2034313280		ADULT FICTION BOOKS	080-603-45100	80.94
		13854	2034327306		ADULT FICTION BOOKS	080-603-45100	364.46
		13854	2034269268		JUVENILE NON-FICTION	080-603-45400	988.11
		13854	2034290972		JUVENILE NON-FICTION	080-603-45400	61.81
		13854	2034315062		JUVENILE NON-FICTION	080-603-45400	54.88
		13854	2034269391		PICTURE BOOKS, READERS	080-603-45410	523.47
		13854	2034293411		PICTURE BOOKS, READERS	080-603-45410	24.86
		13854	2034315003		PICTURE BOOKS, READERS	080-603-45410	51.97
		13854	2034269253		JUVENILE FICTION	080-603-45420	370.03
		13854	2034300241		JUVENILE FICTION	080-603-45420	147.76
		13854	2034298809		JUVENILE FICTION	080-603-45420	80.05
		13854	2034325952		JUVENILE FICTION	080-603-45420	667.09
		13854	2034328205		TEEN BOOKS	080-603-45450	323.06
		13854	2034266771		TRENDING TITLES	080-603-45520	28.93
		13854	2034319382		TRENDING TITLES	080-603-45520	16.44

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02/15/2019 12:16 PM  
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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
CHECK DATE FROM 01/16/2019 - 02/20/2019  
Banks: LIBCK, LIBEP

Page: 4/6

6D

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/13/2019	LIBCK	13855	SPE011819	CARRIE SPEZZANO	ADULT PROGRAM SUPPLIES	080-603-43710	9.77
		13855	SPE011819		JUVENILE PROGRAM SUPPLIES	080-603-43720	24.74
							<b>34.51</b>
02/13/2019	LIBCK	13856	QVL8813	CDW GOVERNMENT, INC.	COPIER MAINTENANCE/SUPPLIES	080-603-41313	393.78
02/13/2019	LIBCK	13857	25819	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
02/13/2019	LIBCK	13858	6533106	DEMCO, INC	OFFICE SUPPLIES	080-603-43550	32.95
		13858	6529709		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.34
							<b>53.29</b>
02/13/2019	LIBCK	13859	18691	ELM USA INC.	OTHER EQUIPMENT	080-603-58270	229.92
02/13/2019	LIBCK	13860	14235702-05	ENGBERG ANDERSON, INC.	EXT BUILDING IMPROVEMENTS	080-603-51200	1,583.55
02/13/2019	LIBCK	13861	ELI012919	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/CR	080-603-43720	(64.99)
		13861	ELI012919		JUVENILE PROGRAM SUPPLIES/PO	080-603-43720	8.37
		13861	ELI012919		JUVENILE PROGRAM SUPPLIES/BU	080-603-43720	175.33
		13861	ELI012919		JUVENILE PROGRAM SUPPLIES/SL	080-603-43720	47.33
		13861	ELI012919		TEEN PROGRAM SUPPLIES	080-603-43740	32.75
		13861	ELI012919		JUVENILE AUDIO-VISUAL	080-603-45430	32.98
		13861	ELI012919		LIBRARY FURNISHINGS/MICROWAV	080-603-50100	64.99
		13861	ELI012919		USE OF DONATIONS/FRIENDS RES	082-603-99999	479.00
							<b>775.76</b>
02/13/2019	LIBCK	13862	JIL012919	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	3.79
02/13/2019	LIBCK	13863	MCO012919	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	108.50
		13863	MCO012919		POSTAGE/STAMPS	080-603-43300	151.75
		13863	MCO012919		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		13863	MCO012919		OUTREACH SUPPLIES/KARMA GO W	080-603-43730	3.00
		13863	MCO012919		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
							<b>303.19</b>
02/13/2019	LIBCK	13864	LYN012919	FIRST BANKCARD	MAINTENANCE-BUILDING/PAINT	080-603-41000	20.98
		13864	LYN012919		OFFICE SUPPLIES	080-603-43550	17.24
		13864	LYN012919		COMPUTER EQUIPMENT/BACKUP	080-603-58100	49.99
							<b>88.21</b>
02/13/2019	LIBCK	13865	ERI012919	FIRST BANKCARD	MAINTENANCE-BUILDING/STORAGE	080-603-41000	90.00
		13865	ERI012919		PROFESSIONAL DEVELOPMENT	080-603-42400	65.00
		13865	ERI012919		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	201.65

02/15/2019 12:16 PM  
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DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
CHECK DATE FROM 01/16/2019 - 02/20/2019  
Banks: LIBCK, LIBEP

Page: 5/6

6E

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13865	ERI012919		MISCELLANEOUS EXPENSES/PAYFL	080-603-46100	26.20
							<b>382.85</b>
02/13/2019	LIBCK	13866	CAC012919	FIRST BANKCARD	PATRON & STAFF SOFTWARE/SITE	080-603-45600	277.15
02/13/2019	LIBCK	13867	PINV1667509	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES/COPY PAPER	080-603-43550	65.80
		13867	PINV1667509		MAINT SUPPLIES-BUILDING /TOI	080-603-43660	45.90
							<b>111.70</b>
02/13/2019	LIBCK	13868	1323485	IMPACT NETWORKING, INC	COPIER SUPPLIES/OVERAGE 10/1	080-603-41313	39.50
		13868	1323485		COPIER SUPPLIES/BASE RATE 1/	080-603-41313	186.00
		13868	1329200		COPIER SUPPLIES/OVERAGE 10/2	080-603-41313	62.10
		13868	1329200		COPIER SUPPLIES/BASE RATE 1/	080-603-41313	154.05
							<b>441.65</b>
02/13/2019	LIBCK	13869	REY020619	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	2,420.00
02/13/2019	LIBCK	13870	131305	JANWAY COMPANY USA, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	320.00
		13870	131038		USE OF DONATIONS/TEMPORARY E	082-603-99999	415.15
							<b>735.15</b>
02/13/2019	LIBCK	13871	1369560	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668	59.51
02/13/2019	LIBCK	13872	HAM011619	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	150.00
02/13/2019	LIBCK	13873	96855202	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.99
		13873	96886637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
							<b>69.98</b>
02/13/2019	LIBCK	13874	01018CO19005293	OVERDRIVE , INC	E-BOOKS	080-603-45460	847.87
		13874	01018CO19014071		E-BOOKS	080-603-45460	76.00
							<b>923.87</b>
02/13/2019	LIBCK	13875	ERI011619	SARA ERIKSEN	JUVENILE PROGRAM SUPPLIES	080-603-43720	100.00
02/13/2019	LIBCK	13876	186225	SUBURBAN ELEVATOR	ELEVATOR MAINTENANCE	080-603-41020	928.65
02/13/2019	LIBCK	13877	I044011	WAUKEGAN GURNEE GLASS	MAINTENANCE-BUILDING	080-603-41000	358.02
TOTAL - ALL FUNDS					TOTAL OF 31 CHECKS (1 voided		123,534.08
--- GL TOTALS ---							
080-603-41000		MAINTENANCE-BUILDING		1,714.00			
080-603-41020		ELEVATOR MAINTENANCE		928.65			

02/15/2019 12:16 PM

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DB: Lake Bluff

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/16/2019 - 02/20/2019

Banks: LIBCK, LIBEP

Page: 6/6

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-41050				MAINTENANCE-GROUNDS			2,420.00
080-603-41313				COPIER MAINTENANCE/SUPPLIES			835.43
080-603-42400				PROFESSIONAL DEVELOPMENT			65.00
080-603-43230				UTILITIES			792.56
080-603-43300				POSTAGE			260.25
080-603-43410				PRINTING/E-NEWSLETTER			29.99
080-603-43550				OFFICE SUPPLIES			115.99
080-603-43660				MAINTENANCE SUPPLIES-BUILDING			45.90
080-603-43668				TECHNICAL SERVICES SUPPLIES			773.90
080-603-43700				HOSPITALITY PROGRAM SUPPLIES			201.65
080-603-43710				ADULT PROGRAM SUPPLIES			52.72
080-603-43720				JUVENILE PROGRAM SUPPLIES			475.56
080-603-43730				OUTREACH SUPPLIES			3.00
080-603-43740				TEEN PROGRAM SUPPLIES			32.75
080-603-45000				ADULT NON-FICTION BOOKS			1,421.87
080-603-45100				ADULT FICTION BOOKS			2,032.35
080-603-45200				ADULT AUDIO VISUAL MATERIAL			884.03
080-603-45400				JUVENILE NON-FICTION			1,176.74
080-603-45410				PICTURE BOOKS, READERS			849.06
080-603-45420				JUVENILE FICTION			1,271.92
080-603-45430				JUVENILE AUDIO-VISUAL			45.08
080-603-45450				TEEN BOOKS			323.06
080-603-45460				E-BOOKS			923.87
080-603-45510				VIDEO GAMES			29.49
080-603-45520				TRENDING TITLES			65.36
080-603-45600				PATRON & STAFF SOFTWARE			287.10
080-603-46100				MISCELLANEOUS EXPENSES			26.20
080-603-50100				LIBRARY FURNISHINGS			64.99
080-603-51200				EXT BUILDING IMPROVEMENTS			104,211.55
080-603-58100				COMPUTER EQUIPMENT			49.99
080-603-58270				OTHER EQUIPMENT			229.92
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			894.15
				TOTAL			123,534.08

## New Business – February 2019

### Budget for FY2019-2020

The list of changes chronicles the differences between this budget and the one provided to the Board on January 15<sup>th</sup>. The budget presented is substantially the draft reviewed at the February 11<sup>th</sup>, 2019 Finance Committee Meeting. The Finance Committee did not vote to recommend approval at that time, and I am not recommending final approval by the Board in February. Work continues on reducing or eliminating the use of reserve funds for FY2019-2020. With two (2) full time positions presently open, the budget for staffing for FY2019-2020 is in a state of flux. Per Bettina O'Connell, Village Finance Director, the numbers from the Library are needed before the April 8<sup>th</sup>, 2019 Public Budget Hearing. Prior to that, the preliminary numbers approved as part of the biennial budget last year are sufficient. **RECOMMENDATION:** As work continues and major variables are still being determined, I recommend waiting on approval. Budget information is included in your packet as an update on the work of the Finance Committee. No final vote is desired; the March 19<sup>th</sup>, 2019 meeting is targeted for final approval.

Respectfully submitted,

Eric Scott Bailey

Change Log – Budget for FY 2019-2020

1. EXPENDITURES

- a. Juvenile Fiction – 45420
  - i. Head of Youth Services Eliza Jarvi requested an additional \$3,000, for Juvenile Fiction and Juvenile Readers, to refresh those series further.
- b. Interior Furnishings – 50100
  - i. As no specific total is available for YS improvements at this time, no reserve funds are allocated in this revised version. Funds can be allocated at a later time, or in a later budget, as needed. Funds will also probably be needed for refurbishing the Adult Computer Room.
- c. Computer Equipment – 58100
  - i. Based off most recent quotes, increased slightly. Most expenses will be by bid accepted by the Board, so any unused funds will return to reserve.
- d. Contingency – 70000
  - i. Reduced by \$4,000, with an additional \$3,000 going to Juvenile Fiction and \$1,000 going to Interior Improvements.

2. REVENUE

- a. Passport Fees – 34260
  - i. Martha O'Hara reports that, at our present passport issuance pace, we will have \$9,205 in income next FY. I have increased the projected income for passports next year to reflect this better estimate.

Respectfully submitted,

Eric Scott Bailey

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - REVENUES**

080-300-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE
<b>TAXES</b>								
30000 Property Taxes	872,666	885,648	895,536	921,475	921,475	964,117	4.6%	42,642
<b>TOTAL TAXES</b>	872,666	885,648	895,536	921,475	921,475	964,117	4.6%	42,642
<b>FINES &amp; FORFEITURES</b>								
35700 Fines	11,755	12,507	10,664	12,500	10,452	10,500	0.5%	48
<b>TOTAL FINES &amp; FORFEITURES</b>	11,755	12,507	10,664	12,500	10,452	10,500	0.5%	48
<b>CHARGE FOR SERVICES</b>								
34235 Photocopy Charges	2,218	2,137	2,243	2,100	2,206	2,100	-4.8%	(106)
34260 Passport Fees	0	0	0	5,000	7,000	9,000	28.6%	2,000
34250 Non-Resident Fees	7,083	6,565	6,067	7,000	6,889	7,000	1.6%	111
<b>TOTAL CHARGE FOR SERVICES</b>	9,301	8,702	8,310	14,100	16,095	18,100	69.7%	2,005
<b>OTHER</b>								
37020 District 65+115 Agreements	1,000	0	1,550	1,550	1,550	1,550	0.0%	0
37000 Village Contribution	7,900	7,900	8,466	7,900	8,558	8,550	-0.1%	(8)
38310 Vliet Operating Cost Contrib	780	0	390	0	780	780	0.0%	0
37500 Interest Income	968	3,909	8,902	5,000	14,453	10,000	-30.8%	(4,453)
38800 Naperville/Impact Fees	6,478	4,319	2,159	0	0	0	-	0
38900 Miscellaneous Income	3,154	2,468	158	2,000	1,864	2,000	7.3%	136
<b>TOTAL OTHER</b>	20,280	18,596	21,625	16,450	27,205	22,880	-15.9%	(4,325)
<b>TOTAL REVENUES</b>	<b>914,002</b>	<b>925,452</b>	<b>936,135</b>	<b>964,525</b>	<b>975,227</b>	<b>1,015,597</b>	4.1%	40,370
<b>FUND BALANCE RESERVES</b>								
		59,000	34,000	100,000	100,000	35,000	-65.0%	(65,000)
<b>LIBRARY FUND REVENUE</b>	<b>914,002</b>	<b>984,452</b>	<b>970,135</b>	<b>1,064,525</b>	<b>1,075,227</b>	<b>1,050,597</b>	-2.3%	(24,630)

**TOTAL FUND BALANCE:**

May 1

551,143

April 30



**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19	% CHANGE BUDGET TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19
<b>PERSONNEL SERVICES</b>										
40025 Librarian Salaries	296,341	260,439	242,626	246,000	241,120	190,000	-21.2%	(51,120)	-22.8%	(56,000)
40030 Staff Salaries	188,381	229,596	259,296	274,000	276,681	315,000	13.8%	38,319	15.0%	41,000
40400 Medical Insurance	65,795	71,900	66,375	70,000	78,000	87,000	11.5%	9,000	24.3%	17,000
40900 Other Employee Benefit	160	215	275	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	43,665	36,332	38,211	38,000	36,104	38,000	5.3%	1,896	0.0%	0
40970 Social Security (Note 1)	36,330	42,026	37,109	37,000	38,995	38,000	-2.6%	(995)	2.7%	1,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>630,672</b>	<b>640,508</b>	<b>643,892</b>	<b>685,250</b>	<b>671,150</b>	<b>668,250</b>	<b>-0.4%</b>	<b>(2,900)</b>	<b>0.5%</b>	<b>3,000</b>
<b>CONTRACT. SERVICES/COMMODITIES</b>										
41000 Building Maintenance	19,188	28,719	38,482	24,000	44,207	30,000	-32.1%	(14,207)	25.0%	6,000
41020 Elevator Maintenance	1,167	982	2,351	1,500	624	1,500	140.4%	876	0.0%	0
41050 Grounds Maintenance	5,541	5,495	6,794	6,000	3,089	6,000	94.3%	2,911	0.0%	0
41313 Copier Maintenance	4,941	4,424	3,299	4,500	3,214	4,000	24.5%	786	-11.1%	(500)
41314 Other Professional Service	517	57	12,372	1,000	13,848	5,000	-63.9%	(8,848)	400.0%	4,000
41300 Computer Services	12,215	11,865	13,220	13,000	12,520	13,000	3.8%	480	0.0%	0
41350 Legal & Accounting	3,842	2,528	2,835	3,000	2,520	3,000	19.0%	480	0.0%	0
42400 Professional Development	725	1,962	1,983	2,000	1,620	3,000	85.2%	1,380	50.0%	1,000
42440 Dues	2,117	2,294	2,367	2,500	2,888	2,500	-12.8%	(388)	0.0%	0
43230 Utilities	11,596	12,789	12,029	14,000	12,510	13,000	3.9%	490	-7.1%	(1,000)
43300 Postage	2,399	2,113	1,745	2,500	2,109	2,500	18.5%	391	0.0%	0
43410 Printing/E-Newsletter	8,742	9,107	7,645	8,000	7,489	8,000	6.8%	511	0.0%	0
43550 Office Supplies	4,821	6,023	5,925	5,000	6,391	6,000	-6.1%	(391)	20.0%	1,000
43660 Building & Grounds Supplies	1,535	1,914	1,848	2,000	1,608	2,000	24.4%	392	0.0%	0
43668 Technical Services Supplies	3,675	3,632	5,530	4,500	4,376	5,000	14.2%	624	11.1%	500
43700 Hospitality Program Supplies	376	412	812	500	112	500	348.4%	388	0.0%	0
43730 Outreach Supplies	966	917	911	1,000	1,297	10,000	670.8%	8,703	900.0%	9,000
43710 Adult Program Supplies	5,185	3,867	5,905	6,000	6,000	7,000	16.7%	1,000	16.7%	1,000
43720 Juvenile Program Supplies	5,664	4,781	5,233	6,000	6,000	7,000	16.7%	1,000	16.7%	1,000
43740 Teen Program Supplies	819	1,172	1,297	1,500	1,500	1,500	0.0%	0	0.0%	0
45000 Adult Nonfiction	16,461	14,211	15,970	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	14,043	13,751	13,698	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	580	499	499	500	500	600	20.0%	100	20.0%	100
45200 Adult Audio-Visual	15,066	14,854	14,821	15,500	15,500	15,500	0.0%	0	0.0%	0
45220 Adult E-Reference	20,653	17,498	21,095	22,000	21,479	22,000	2.4%	521	0.0%	0
45400 Juvenile Non-fiction	6,612	8,632	6,934	7,000	7,000	10,000	42.9%	3,000	42.9%	3,000
45410 Picture Books, Readers	4,941	5,003	5,583	4,500	4,500	6,000	33.3%	1,500	33.3%	1,500
45420 Juvenile Fiction	7,829	7,358	7,543	10,000	10,000	13,000	30.0%	3,000	30.0%	3,000
45430 Juvenile Audio-Visual	1,598	1,191	1,520	2,500	2,500	2,500	0.0%	0	0.0%	0
45440 Juvenile eReference	334	334	334	500	500	500	0.0%	0	0.0%	0
45460 Ebooks	6,406	10,002	12,001	13,000	13,000	15,000	15.4%	2,000	15.4%	2,000
45470 Graphic Novels	505	469	509	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,583	2,728	2,743	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,873	6,339	7,317	6,750	6,750	6,750	0.0%	0	0.0%	0
45510 Video Games	3,411	4,010	3,570	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	0	0	1,386	2,000	2,000	2,000	0.0%	0	0.0%	0
45600 Public & Staff PC Software	2,985	4,527	4,767	5,000	6,256	6,500	3.9%	244	30.0%	1,500
45610 Library Automation Software	22,043	20,297	20,905	22,000	20,905	22,000	5.2%	1,095	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	---	0	---	0
46100 Miscellaneous Expenditure	1,856	896	654	2,000	2,631	2,000	-24.0%	(631)	0.0%	0
<b>TOTAL CONTRACT/COMM.</b>	<b>229,832</b>	<b>237,650</b>	<b>274,434</b>	<b>281,000</b>	<b>286,673</b>	<b>294,100</b>	<b>2.6%</b>	<b>7,427</b>	<b>-77.7%</b>	<b>(0)</b>

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	% CHANGE BUDGET TO BUDGET FY 18 TO FY19	\$ CHANGE BUDGET TO BUDGET FY 18 TO FY19
<b>CAPITAL OUTLAY</b>										
50100 Library Furnishings	0	33,806	265	4,000	1,768	1,000	-43.5%	(788)	-75.0%	(3,000)
51200 Exterior Bldg Improvements	0	0	0	100,000	280,000	1,000	-99.6%	(279,000)	-99.0%	(99,000)
58100 Computer Equipment	706	8,306	7,078	6,000	17	35,000	NA	34,983	483.3%	29,000
58270 Library Equipment	14,966	26,015	3,603	1,000	0	1,000	---	1,000	0.0%	0
70000 Contingency	3,270	10,000	1,160	27,275	0	40,347	---	40,347	47.9%	13,072
<b>TOTAL CAPITAL OUTLAY</b>	<b>18,942</b>	<b>78,126</b>	<b>12,106</b>	<b>138,275</b>	<b>281,785</b>	<b>78,347</b>	<b>-72.2%</b>	<b>(203,438)</b>	<b>-43.3%</b>	<b>(59,928)</b>
<b>LIBRARY TOTAL</b>	<b>879,448</b>	<b>956,284</b>	<b>930,431</b>	<b>1,064,525</b>	<b>1,239,609</b>	<b>1,050,597</b>	<b>-15.2%</b>	<b>(189,012)</b>	<b>-1.3%</b>	<b>(13,928)</b>



CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED ACTUAL FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	% CHANGE BUDGET TO BUDGET FY18 TO FY19	\$ CHANGE BUDGET TO BUDGET FY18 TO FY19
<b>REVENUES 82-40-603</b>										
<b>GRANTS</b>										
36263 Per Capita Grant	7,153	4,411	4,411	4,411	7,153	7,153	0.0%	(0)	62.2%	2,742
36200 Miscellaneous Grants	0	0	0	5,000	0	1,000	---	5,000	-80.0%	(4,000)
TOTAL GRANTS	7,153	4,411	4,411	9,411	7,153	8,153	113.3%	5,000	-13.4%	(1,258)
<b>DONATIONS</b>										
38300 Unrestricted Donations	990	1,537	10,167	1,000	16,248	16,000	-90.2%	(9,167)	1500.0%	15,000
38315 Restricted Donations	16,766	11,619	1,213	15,000	4,832	2,000	1136.8%	13,787	-86.7%	(13,000)
TOTAL DONATIONS	17,756	13,156	11,380	16,000	21,080	18,000	40.6%	4,620	12.5%	2,000
75000 Interest Earnings	0						---	0	---	0
TOTAL FUND REVENUES	24,909	17,566	15,791	25,411	28,232	26,153	60.9%	9,620	2.9%	742

**EXPENDITURES 82-60-001****OTHER/GRANT PROGRAMS**

44810 Per Capita Grant Expend	7,153	4,411	4,411	4,411	7,153	7,153	0.0%	0	62.2%	2,742
44825 Misc Grant Expenditures	0	0	0	5,000	0	1,000	---	5,000	-80.0%	(4,000)
99999 Use of Unrestrict Donation	990	1,537	9,803	1,000	16,248	16,000	-89.8%	(8,803)	1500.0%	15,000
99999 Use of Restricted Donations	16,766	11,619	2,426	15,000	4,832	2,000	518.3%	12,574	-86.7%	(13,000)
	24,909	17,566	16,640	25,411	28,233	26,153	52.7%	8,771	2.9%	742
TOTAL EXPENDITURES	24,909	17,566	16,640	25,411	28,233	26,153	52.7%	8,771	2.9%	742

## Loan Periods

SUMMARY: As there was discussion on the number of renewals included in the new loan policy approved at the January meeting, I returned to Liliana's notes regarding the proposed change. Liliana's proposal was for the number of renewals to be reduced if we switched to auto-renewal, which we are not doing, but to be left the same if only longer checkout times were implemented. This was what was initially presented to, and approved by, the Bylaw and Policy Committee and what should have been presented to the Board at its January meeting. The policy was approved to go into effect in March, so no changes have yet been made. **RECOMMENDATION:** That the corrected version of the policy, seen below, be approved.

## PROPOSED POLICY

### CIR-11: Loan Periods

Standard loan periods for physical materials are as follows:

**1 week:** Trending Titles, Magazines, DVDs/Blu-Rays, Video Games

**2 weeks:** TV series, new books

**3 weeks:** books (not new), audiobooks, CDs, book bags

Loan periods for Interlibrary Loan materials are determined by the lending library. Loan periods for digital items are determined by the software license or other agreements with the vendor.

### CIR-12: Renewals

Each title may be renewed up to **3 times** provided that no one is on hold for the item. Patrons who exhaust the renewal limit are encouraged to return the item to the Library shelves for a period of 24 hours before checking the item out again.

Respectfully submitted,

Eric Scott Bailey

## Director's Report – February 2019

### January Programs of Note

- Despite the bad weather and an unanticipated closing, the Craft Supply Swap was a huge success. Over 50 people came for the swap day alone. As always, Carol Carter did a great job coordinating this event with assistance this year from Jillian Chapman.
- With Liliana LaValle's departure, Jillian Chapman has taken on responsibility for the Adult Craft program series. She had her first program in January and it went very well.
- We've been working with Lake Forest Library on our Deep Freeze Read program. Jill has been attending some of the programs that are part of this as a representative of LBPL. The culminating event of this partnership will be an author visit from Dan Egan on March 6 at Gorton.
- Citadel Theatre gave us some tickets to Junie B. Jones, the Musical to raffle off.
- The Guess the Oscars contest has begun. Jen Horan did a great job putting this together.
- With the start of 2019, Carrie Spezzano has resumed storytimes at the Park District Preschool, where she reads to about 70 kids.
- Head of Youth Services Eliza Jarvi reports that a second chess program for kids has been scheduled due to the popularity of the first one.
- The book clubs we support at the Lake Bluff Middle School and Lake Forest High School are both doing well.

### Model of Former Library

We are working on obtaining on loan the model of the old library at the Lake Bluff History Museum so that it can be displayed during our Centennial year. As a condition of the loan, the Museum has requested that we provide an appropriate display case. Lake Bluff resident George Russell has kindly offered to donate both the labor and materials to build a custom Plexiglass display box for us.

### Passport Update

Library revenue from passports has exceeded \$5,000. If we maintain the same rate, Head of Adult Services Martha O'Hara reports that our revenue from the first year of service (late July 2018 through late July 2019) will be approximately \$9,200. I learned from one of our applicants that the LF Post Office is referring customers to us when they are not able to help.

### Library Themed Beer

The Lake Bluff Library Beer (Totally Booked 2: The Sequel) has been on sale the past month at the Lake Bluff Brewery.

### New Displays

Community Engagement Coordinator Jillian Chapman put together a couple of displays this month, including a Blind Date with a Book display. Books are wrapped in paper with a description of their best qualities—patrons checkout the title without knowing what it is.

### New Book Bags

Our new Library book bags have arrived. We have replaced the entire collection with new bags, as the old ones had our old logo and were beginning to show their wear. The Friends donated the money to pay for this.

### Snow Day on Instagram

On the 4<sup>th</sup> D65 snow day, Carrie was kind enough to be the star of an Instagram ad that Martha made featuring activities that were available here at the Library. The post was extremely popular, and I have included it here in the packet.

### Staff Member Departure

Ross Shanley-Roberts last day with the Lake Bluff Public Library was February 15<sup>th</sup>, 2019. He has accepted a position as the Head of Technical Services at the Lake Forest Public Library. Ross has been a great part of our staff during his tenure, and has helped us become more efficient in many different ways. Staff members Anna Fifhouse, Regina Ruocco, and Eliza Jarvi have all stepped up to take on parts of Ross' workflow. Lacking anyone to take on the bulk of Ross' cataloging responsibilities, Ms. Kellie Green will be joining us on a short term and part time basis as we transition. Ms. Green has many years of experience as a cataloger and has filled a similar role at other libraries in the area.

### Youth and Teen Collections

Eliza Jarvi and Regina Ruocco have been working to weed down youth and teen collections, with the intent of refreshing them with the additional funds included in the FY2019-2020 budget for that purpose.

### New Storytime Rug Arrives!

The new storytime rug has arrived. It was purchased by the friends, and it is beautiful and fresh! It will be posted on Instagram once we have a picture of Storytime on it.

### New Printer for Youth Services

A new printer has been acquired for Youth Services; the printer we had was over 10 years old and we got every last drop of mileage out of it before it quit. Lyndy Jensen and Eliza Jarvi did a great job sleuthing out the options, and finding a refurbished printer that met our needs.

### Shoutout from an Author

Rebecca Makkai's *The Great Believers* won the 2019 Carnegie Medal for Best Fiction. As part of an interview with the Washington Post she mentioned her time in Lake Bluff, and at the Lake Bluff Public Library, during her youth. I had intended to print this for the Board, but the Internet is not allowing me to access it at present.

### Disc Cleaner Repaired

Our disc-cleaning machine (dubbed R2D2 by staff, because that's sort of what it looks like) broke down and required repairs this past month. It is now back in operation. We acquired it back in 2011, and this is the first significant problem it has had. It has paid for itself many times over by allowing us to fix and keep using discs that we would otherwise have had to replace.

Respectfully submitted,  
Eric Scott Bailey

# Monthly Statistics Summary

## January 2019

### Library Usage Summary

#### Total January Circulation

FY	Total	Avg. Circ/Hour	%Change
18-19	7,945	31.40	-2.91%
17-18	8,183	31.59	-12.86%
16-17	9,391	36.26	0.00%

#### Total January Visits

FY	Total Visits	Avg. Visits/Hour	%Change
18-19	4,922	19.45	-5.55%
17-18	5,211	20.12	-7.00%
16-17	5,603	21.63	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	42	55.56%	520	32.32%
17-18	27	-15.63%	393	11.97%
16-17	32	0.00%	351	0.00%

### Online Access

#### Total January eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
18-19	361	185	0	7	-40.47%
17-18	313	18	561	37	-13.50%
16-17	327	14	708	25	0.00%
	0	0	0	0	%

#### Total January Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
18-19	7,946	-5.35%	5116	-11.10%
17-18	8,395	-10.14%	5755	2.11%
16-17	9,342	0.00%	5636	0.00%

#### Total January Database Usage

FY	Research	Novelist	Tumblebooks	%Change
18-19	239	44	2	26.11%
17-18	161	29	36	-83.02%
16-17	146	1,183	2	0.00%

### Other Services

#### Total January Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
18-19	0	119	48	10
17-18	1	134	74	7
16-17	0	100	44	6

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
18-19	77,982	33.67	-12.31%
17-18	88,932	38.57	2.03%
16-17	87,166	41.53	0.00%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
18-19	50,133	21.65	-8.33%
17-18	54,687	23.72	-2.26%
16-17	55,950	26.66	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	289	31.36%	5,416	-5.58%
17-18	220	-14.73%	5,736	-5.58%
16-17	258	0.00%	6,075	0.00%

#### Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
18-19	3,266	1,239	2,656	121	-31.59%
17-18	3,624	234	6,658	129	21.05%
16-17	2,780	20	5,798	196	0.00%
	0	0	0	0	%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
18-19	63,358	-11.40%	42,434	-13.28%
17-18	71,513	-8.66%	48,933	0.67%
16-17	78,289	0.00%	48,608	0.00%

#### Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
18-19	1,159	217	76	-73.66%
17-18	1,686	3,181	646	-41.99%
16-17	1,756	7,704	43	0.00%

#### Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
18-19	18	1,091	404	50
17-18	18	1,059	373	41
16-17	20	1,145	393	50



## Monthly Statistics Summary January 2019

### Adult Services Summary

#### Total January Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	802	1,181	1,708	3,691	-0.89%
17-18	921	996	1,807	3,724	-3.45%
16-17	904	937	2,016	3,857	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	14	40.00%	150	-23.47%
17-18	10	0.00%	196	17.37%
16-17	10	0.00%	167	0.00%

### Teen Services Summary

#### Total January Circulation

FY	Total	%Change
18-19	106	-1.85%
17-18	108	-41.30%
16-17	184	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	4	33.33%	11	10.00%
17-18	3	-40.00%	10	-41.18%
16-17	5	0.00%	17	0.00%

### Youth Services Summary

#### Total January Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	1,681	405	427	2,513	-1.64%
17-18	1,783	390	382	2,555	-26.22%
16-17	2,303	557	603	3,463	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	24	71.43%	359	91.98%
17-18	14	-17.65%	187	11.98%
16-17	17	0.00%	167	0.00%

### Technical Services Summary

#### Total January Activity

FY	Acquisitions	Deletions
18-19	884	1,599
17-18	670	309
16-17	550	348

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	7,993	9,691	14,176	31,860	-9.60%
17-18	8,951	8,929	17,364	35,244	-2.47%
16-17	9,058	8,358	18,722	36,138	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	94	23.68%	1,266	14.78%
17-18	76	-19.15%	1,103	1.47%
16-17	94	0.00%	1,087	0.00%

#### Total Circulation Fiscal Year to Date

FY	Total	%Change
18-19	1,240	-10.92%
17-18	1,392	-19.91%
16-17	1,738	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	30	-3.23%	122	-27.81%
17-18	31	-36.73%	169	4.97%
16-17	49	0.00%	161	0.00%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	20,628	4,370	4,171	29,169	-13.11%
17-18	23,600	4,548	5,421	33,569	0.48%
16-17	22,822	4,430	6,155	33,407	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	165	46.02%	4,028	-9.77%
17-18	113	-1.74%	4,464	-7.52%
16-17	115	0.00%	4,827	0.00%

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
18-19	5,425	3,922
17-18	5,346	3,346
16-17	5,075	6,663

## Friends of the Library Meeting Dates

All meetings will be held in the Lake Bluff Library Spruth Meeting Room.

### 2019 Meeting Dates

January 19 at 10:00am – Kathy Meierhoff

February 16 at 10:00am – Tim Kregor

**March 16 at 10:00am – Cal Stroh**

April 20 at 10:00am – Scot Butler

May 18 at 10:00am – Kate Jackson

June 15 at 10:00am – Scot Butler

August 17 at 10:00am – Tim Kregor

September 21 at 10:00am – Janie Jerch

October 19 at 10:00am – Kate Jackson

November 16 at 10:00am – Kathy Meierhoff

Respectfully submitted,

Eric Scott Bailey

Library Director

## Centennial Plans for 2019

- **Block Party (Either in June or August)**- We are waiting to hear back from Mike from LBBC about dates but we are planning on partnering with the Brewing Company to do this.
- **Centennial Themed Lake Bluff Parade**- We are waiting for the village to send us further information about what they need from us for the program book as well as the theme for the overall parade.
- **Centennial Themed Mini Golf**
- **Potential Fundraiser Trivia Night at The Gallery**  
The Committee has decided that it might be a better plan to do either Mini Golf or a Fundraiser Trivia Night. Carrie Spezzano is going to look into what it would cost to rent the tent at the Golf Course and we will be talking to the Friends to find out if they want to sponsor one of the events as well as which event they would prefer to do.
- **Centennial Themed National Library Week Scavenger Hunt** Explore the Library and discover curiosities of the unknown. Magic, intrigue and just good fun will be had. Pick up your clue sheet at the circulation desk and make your way around the Library to find the answers. When you are finished, turn it in at the circulation desk to receive your prize!

## Year Round Promotion

- **#ThrowBackThursday “What We Were Reading”** is a look back into the Lake Bluff Library’s history during the 1930’s. Every week the Library published a list of books and events going on in the *Lake Forester* newspaper, similar to how we post here on our blog. This is a fun retrospective as we celebrate our centennial anniversary.
- **100 Challenge in the Children’s Department**- February: What can you write with a 100 words?
- **Fine Voucher Giveaway** It’s not every year that the Library has a milestone birthday and we fully intend to celebrate our 100<sup>th</sup> year for all of 2019, starting with: a monthly fine voucher giveaway. On the 19<sup>th</sup> of every month, we will be giving away \$1 vouchers good for fines or copies at the front desk (while supplies last). Are you excited? We’re excited! Thank you for your timeless support!
- **Centennial Celebration Checkout Challenge** In honor of our centennial year, we challenge you to checkout 100 items in 2019! Join us for the Centennial Celebration Checkout Challenge. Pick up a log, fill it out and return it to the library as an entry into a raffle drawing in March 2021!

Prepared by Jillian Chapman



# THIS IS CARRIE.



**CARRIE'S KIDS HAVE HAD  
FOUR SNOW DAYS THIS WEEK.  
FOUR SNOW DAYS. FOUR.**

(swipe left for more)



lakebluffpubliclibrary • Follow  
Lake Bluff Public Library

lakebluffpubliclibrary It's day 4 of school snow days here in Lake Bluff: are you ready to get out of the house? The Lake Bluff Library is open and here to help. #librariesofinstagram #snowdays #libraryprograms #itsverycold #cabinfever #lakebluff

foundations\_4\_life Love it!

beebook77 🍻🍻🍻

amazon The craft exchange is the best!

twistedtrunkcatering Cute Post! Carrie, we feel your pain! ❤️🍻🍻



109 likes

FEBRUARY 1

Log in to like or comment



## DON'T PANIC:

**LAKE BLUFF LIBRARY IS HERE TO HELP!**



(swipe left for more)



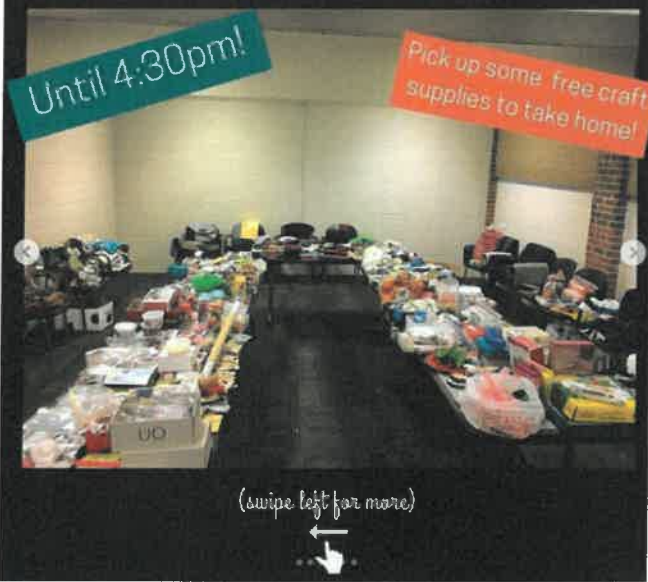
## MOVIE SHOWINGS



(swipe left for more)



## CRAFT SUPPLY SWAP



## BOARD GAMES



(WE'VE ALSO GOT BOOKS).

;-)

STOP BY TODAY!  
WE ARE OPEN UNTIL 6:00!